

CLASS TITLE: DEPUTY CHIEF INSURANCE EXAMINER

Class Code: 02621600

Pay Grade: 38

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To plan and supervise the work of examination teams engaged in conducting examinations into the financial conditions and affairs of insurance companies and related organizations, fraternal beneficiary societies and hospitals, surgical, dental and legal service corporations and health maintenance organizations and to participate in the conducting of such examinations; to supervise the auditing of annual statements and policies filed with the division; to serve as chief assistant to the Chief Insurance Examiner; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of the Chief Insurance Examiner from whom assignments are received in general outline; examination reports are reviewed usually for conformity with law, established policies and instructions.

SUPERVISION EXERCISED: Plans, organizes, coordinates, supervises and reviews, in process and upon completion, the work of a staff of examiners and clerical assistants.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To serve as assistant to the Chief Insurance Examiner.

To plan and supervise the work of examination teams engaged in conducting examinations into the financial conditions and affairs of insurance companies and related organizations, fraternal beneficiary societies, and hospital, surgical and dental service corporations for the purpose of ascertaining their ability to meet obligations and compliance with state laws.

To supervise the making of desk audits of the financial statements of such companies and organizations.

To be responsible for reviewing the findings of field examinations reported by staff examiners and to summarize such findings and make recommendations to the Chief Insurance Examiner for the correction of violations or practices discovered as a result of such examinations; when directed, to present findings of field examinations to officials of insurance companies and related organizations, reciprocals, fraternal beneficiary societies, and hospital, surgical, dental and legal service corporations, and health maintenance organizations for the purpose of explaining violation of laws or regulations or for calling their attention to any improper valuations in the admitted assets and/or insufficiency in the liabilities of the concern reported on; and to report results of conferences with such officials to Chief Insurance Examiner.

To supervise and participate in the conduct of examinations of such companies.

To supervise the preparation of the division's annual and other reports.

To provide training and guidance to Insurance Examiner-In-Charge and other subordinate examiner staff in the Insurance Division in the conduct of audits and compliance with related insurance regulations.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the state laws regulating insurance companies and related organizations, reciprocals, fraternal beneficiary societies and hospital, surgical, dental and legal service corporations and health maintenance organizations; a thorough knowledge of the accounting principles and methods used in the examination of the books, records and

affairs of such companies, societies, and corporations to verify that their assets and liabilities are in accordance with state laws; the ability to make such examinations and to prepare reports thereon covering their scope and finding; the ability to plan, organize, supervise and review the work of examination teams engaged in examination of insurance companies and related organizations, reciprocals, fraternal beneficiary societies and hospital, surgical and dental services corporations and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: Such as may have been gained through: graduation from a college of recognized standing with specialization in accounting; and

Experience: Such as may have been gained through: employment involving supervisory responsibility for the conduct of examinations of insurance companies, fraternal beneficiary societies, and hospital, surgical and dental corporations and health maintenance organizations, or, employment in a responsible supervisory capacity in accounting or auditing work in the field of insurance.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Special Requirement: Possession of designation of Certified Financial Examiner (Insurance) and Certified Public Accountant designation; and must maintain certification as a condition of employment.

Class Created: February 16, 1997

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